



## **BATTING RANGE OPERATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a wide variety of duties involved in the daily operation and activities of the City's batting range recreational facility; and to assist in the operation and maintenance of facility equipment, inventory and activities.

### **Supervision Received and Exercised:**

Receives general supervision from Batting Range Coordinator and other management staff.

May exercise functional and technical supervision over part-time recreational and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Participate in the daily operation and activities of the batting range facility for the Batting Range Coordinator, Recreation staff and general public.
- Monitor the activities of patrons and staff to ensure standards and policies of the facility are being met.
- Participate in planning, organizing, scheduling, and implementing instructional classes, promotional events and group usage events; assist in scheduling and registration for group or individual lessons and instructional classes.
- Provide information to the public concerning hours, prices, policies and procedures; assist in promoting and marketing the facility and its programs.
- Inspect and maintain facility equipment; perform minor repairs and adjustments as necessary to include cleaning the facility.
- Monitor stock inventory and order supplies as instructed; assist in stocking, inventory, ordering and tracking of facility resale items and supplies.

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### Batting Range Operator (continued)

- Participate in formulating, maintaining and promoting safety rules and procedures; prepare accident reports involving patrons and staff for the Batting Range Manager's evaluation.
- Respond to problems or complaints regarding facility operations, staff and activities; make recommendations for procedural changes or improvements as needed.
- Participate in the interviewing, hiring and training of facility staff as required.
- Assist in entering daily cash receipts and related revenue into computer; assist in the handling of facility revenue according to established department policies and procedures.
- Provide patrons with hitting technique instruction and provide class instruction as required.
- Attend training classes or meetings to learn new techniques and procedures.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of experience coordinating softball/baseball instructional programs, preferably including some experience in the operation of a batting cage or related facility.

#### **Training:**

Equivalent to completion of twelfth grade supplemented by coursework in recreation administration, recreation or related field.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, a First Aid and/or CPR certificate.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

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**Job Code: 5661**

**Salary Range: 09**

**FLSA: Non-Exempt**